

**2008 JUSTICE
ASSISTANCE GRANT**

**LOCAL LAW ENFORCEMENT
APPLICATION**

**DUE OCTOBER 2, 2008
BY 5:00 P.M.**

District Attorneys Council
Federal Grants Division
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**2008 JUSTICE ASSISTANCE GRANT
LOCAL LAW ENFORCEMENT
APPLICATION INFORMATION**

INTENT OF APPLICATION

This grant application kit is intended for applicants who wish to apply for funds under the 2008 Justice Assistance Grant – Local Law Enforcement. **A NUMBER OF SIGNIFICANT CHANGES HAVE BEEN INSTITUTED.** It is essential that applicants thoroughly read the **ENTIRE** document before preparing this application.

AVAILABILITY OF FUNDS

As the state-administering agency for the federal Justice Assistance Grant (JAG) Program, the Federal Programs Division in the District Attorneys Council (DAC) in collaboration with the Justice Assistance Grant Board announces the availability of 2008 grant funds. **The Justice Assistance Grant (JAG) Board will be awarding \$284,594.40.**

PURPOSE

The purpose of this grant is to prevent and control crime. The JAG blends two previous grants, the Edward Byrne Memorial Formula Grant and the Local Law Enforcement Block Grant, to provide the state with the flexibility to prioritize and place justice funds where most needed.

ELIGIBILITY REQUIREMENTS

To be eligible for the JAG - Local Law Enforcement Grant, an applicant must be one of the following:

- A unit of local government (i.e., city, county, or town);
- A recognized governing body of an Indian Tribe;
- AND, **not** eligible for a direct award from the Bureau of Justice Assistance.
- AND **must** have submitted UCR data under the applicant agency's ORI number for the most current year according to the Oklahoma State Bureau of Investigation.

Police departments and sheriff's offices must apply through their county commission or city council. Private, nonprofit organizations, school police departments, or state agencies are **NOT** eligible to apply for funding.

BOARD PRIORITIES

The JAG Board sets priorities for funding, reviews grant proposals, and recommends awards for the grant funds. The Board has limited requests to procuring equipment that is directly related to basic law enforcement functions with a maximum award amount of \$10,000. The Board has established priorities for the funding of the equipment. **Only** applications requesting the following will be reviewed:

PRIORITY	CATEGORY	EXAMPLES
1	Communications and Technology Equipment	In-Car Mobile Data Systems In-Car Cameras Radios – In Car and Hand Held Antennas Repeater Links and Systems
2	Weapons	Shotguns Rifles Gun Racks Shotgun Locks Gun Vaults
3	Vehicle and Vehicle Related Equipment	Vehicles Light Bars Strobes Deck Lights Directional Lights Partitions Flashlights

Priority may be given to those who have not received significant funding in the past five years from this grant program.

The Board will not approve requests for the following:

- Vests
- Tasers
- Radars
- Equipment for Reserves
- Desktops
- Laptop Computers (with the exception of laptops used with mobile data systems)
- Hand Guns
- Holsters

PROHIBITION ON USE OF FUNDS

Units of local government may not expend funds provided under the JAG-LLE Grant to purchase, lease, rent or acquire any of the following:

- 1) tanks or armored vehicles
- 2) fixed wing aircraft
- 3) limousines
- 4) real estate
- 5) yachts
- 6) consultants

MATCH REQUIREMENT

The JAG Board requires a **25% cash match**. To calculate the match requirement, multiply the total equipment cost times 25% to determine the cash match. For example, if the total equipment cost is \$4,000, multiply \$4,000 times 25% so the reimbursed federal award amount would be \$3,000. The \$1,000 is the cash match required from the applicant agency.

Total Equipment Cost:	\$ 4,000
Cash Match (\$4,000 x 25%):	<u>-\$ 1,000</u>
Federal Award:	\$ 3,000

The maximum allowable equipment cost is \$13,333.33.

Funds provided for match must be used to support a federally funded project and must be in addition to, and therefore supplement, funds that would otherwise be made available for the state program purpose. Match is restricted to the same use of funds as allowed for the Federal funds.

All funds designated as match are restricted to the same uses as the JAG Program funds and must be expended within the grant period. Indirect costs are not allowed under this program.

TYPE OF MATCH

Cash match includes cash spent for project-related costs.

SOURCE AND TYPE OF MATCH FUNDS

Cash match may be applied from the following sources:

1. Funds from States and local units of government that have a binding commitment of matching funds for programs or projects.
2. Funds from the following:
 - a. Housing and Community Development Act of 1974, USC §5301, et seq. (subject to the applicable policies and restrictions of the Department of Housing and Development).
 - b. Appalachian Regional Development Act of 1965, 40 USC §214.
3. Equitable Sharing Program, 21 USC §881 (e) (current guidelines developed by the DOJ Asset Forfeiture Office apply). Forfeited assets used as match from the Equitable Sharing Program would be adjudicated by a Federal court.
4. Funds contributed from private sources.
5. Program income and the related interest earned on that program income generated from projects, provided they are identified and approved prior to making an award.
6. Program income funds earned from seized assets and forfeitures (adjudicated by a State court, as State law permits).

7. Funds appropriated by Congress for the activities of any agency of a Tribal government of the Bureau of Indian Affairs performing law enforcement functions on Tribal lands.
8. Sources otherwise authorized by law.

REIMBURSEMENT OF FUNDS

In order to receive the funds, the subgrantee must order and pay for all approved equipment and submit all required close-out documents prior to receiving payment. Upon receipt and approval of the close-out documents, reimbursement will be forwarded to the subgrantee in approximately three weeks.

PERSONNEL REQUIREMENTS

The Project Director is the contact person for all project activities. The Project Director is responsible for meeting the goals and objectives of the award. The Fiscal Officer is responsible for reporting the financial activity related to the award. The Project Director and Fiscal Officer may **NOT** be the same person.

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the County Commission, or an authorized tribal leader.

AWARD PERIOD

The award period for this grant is January 1, 2009, to June 30, 2009.

NON-SUPPLANTING OF FUNDS

The definition of supplanting means to deliberately reduce a local budget by using federal funds to replace funds designated for that purpose. An example of supplanting is when a local entity budgets \$5,000 for equipment. Rather than spending the \$5,000 as designated by the appropriation, the applicant agency uses \$5,000 of federal funds awarded for the same purpose. The applicant agency replaced the local funds with federal funds thereby reducing the total amount available for the identified purpose. A federal award must enhance or supplement an existing budget and not decrease it because of the use of federal funds.

COMMINGLING OF FUNDS

A physical segregation of cash deposits that are provided to a subgrantee is not required. However, the accounting systems of all subgrantees must ensure that agency funds are not commingled with funds from other federal agencies. Each award must be accounted for separately. Subgrantees are prohibited from commingling funds on either a program-by-program basis or a project-by-project basis.

Funds specifically budgeted and/or received for one project may not be used to support another. Where a subgrantee's accounting system cannot comply with this requirement, the subgrantee shall establish a system to provide adequate fund accountability for each project, which it was awarded.

ACCOUNTABILITY AND REPORTING REQUIREMENTS

Subgrantees of the JAG-LLE Program agree to comply with the regulations as set by federal 2008 JAG – Local Law Enforcement Grant Application

guidelines and the Federal Grants Division in the DAC. These requirements include record-keeping and financial and programmatic reporting. The Financial Guide that is provided at the time of award will provide detailed information on the reporting requirements.

COMPLIANCE WITH REPORTING REQUIREMENTS

The staff for the JAG-LLE Program will review and report on the status of the fiscal and programmatic reporting requirements for all current subgrantees to the Director of Federal Grants and the Board. Current subgrantees must have all reporting requirements up-to-date prior to drawing funds on an approved award.

EQUAL EMPLOYMENT OPPORTUNITY ASSURANCE OF COMPLIANCE CLAUSE

Compliance with the provisions of the following federal laws is required:

- Title VI of the Civil Rights Act of 1964
- Omnibus Crime Control and Safe Streets Act of 1968
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Action of 1990
- Age Discrimination Action of 1975
- Title IX of the Education Amendments of 1972

These statutes prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability.

SIGNATURE OF CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a mayor, city manager, chairperson of the County Commission, or an authorized tribal leader. The Chief of Police or Sheriff is NOT authorized to sign this document. The Chief Executive Officer must sign the certifications and assurances, which are included in the application kit.

REQUIRED SIGNATURES

The signature of the Chief Executive Officer is required on the following documents:

- Certificate of Application (page 16)
- Standard Assurances (page 18)
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug Free Workplace Requirements (page 22)

REQUIRED ATTACHMENTS

The applicant is **required** to submit with the application a pricing document identifying the source, such as state contract or the catalogue or company, from which the estimated costs have been derived. Applicants are encouraged to acquire the best price for the requested equipment. Often the best price for municipalities may be through the statewide contracts. Estimates for equipment may be obtained via the website:

http://www.dcs.state.ok.us/OKDCS.NSF/htmlmedia/sw_contracts.html

If an item is not on state contract or the best price is from a private vendor, then the documentation from the vendor must be attached. For example, if the requested item is from the Galls catalogue, list Galls under Source for Purchase on the budget page and attach the catalogue pages describing the requested equipment. If the equipment is from a private vendor, list the vendor and attach the bid.

NOTE: If these pricing documents are not included with the application, the application will be disqualified.

DEADLINE TO SUBMIT AN APPLICATION

Submit the complete, **original application (pages 11-22) and all attachments and fifteen (15) stapled copies of pages 11-15** to the DAC by the deadline. All applications must be received at the DAC by **October 2, 2008, by 5:00 p.m. whether hand delivered or mailed**. Applications received after that time will not be reviewed.

AWARDS PROCESS

Staff will review all applications and make recommendations to the Justice Assistance Grant Board. The Board will then consider the recommendations along with other information such as past funding, cost and type of requested equipment, submission of violent crime statistics to OSBI, and history of the applicant regarding closeout procedures of past grants and make final funding recommendations. Priority may also be given to tribal governments, police departments, and sheriff's offices that have not received significant funding or do not have other resources available.

AWARDS MEETING

The Justice Assistance Grant Board will meet to review applications and make awards on **November 17, 2008**, beginning at 9:00 a.m. at the District Attorneys Council, located at 421 NW 13th, Suite 125, in Oklahoma City. Presentations will not be allowed; however, you may wish to attend the meeting to respond to any questions from the Board.

REQUIRED FINANCIAL MEETING

For approved awards, the project director and fiscal officer must attend the financial meeting. Further information on the dates and locations will be available upon award approval. There will be no exceptions granted for this requirement.

DISQUALIFICATION OF AN APPLICATION

It is imperative that the application instructions be followed. ***Applications will not be reviewed IF any of the following occur:***

1. The application is not received by the application deadline.
2. The application is not signed by the Chief Executive Officer as defined on page 6.
3. The application is not in the appropriate format as indicated in the application instructions.
4. The application is incomplete or missing a required section(s) of the application.
5. The application does not contain all of the required attachments, certifications and/or assurances with corresponding signatures.
6. The application does not meet the eligibility requirements.

7. The application does not meet the 25% cash match.
8. The application does not address the purpose area.
9. The requested number of copies of the application is not provided.
10. The current year's application was not used.

APPLICATION FORMAT AND SUBMISSION

Follow these instructions in formatting and submitting an application:

- Applications must be submitted on the enclosed forms. Do not alter or recreate the forms in another format or use your own forms. Do not use last year's application as the application has changed.
- Applications must be typed.
- The original copy should not be stapled, but clipped together with a binder clip.
- Copies of the application must be stapled in the upper left hand corner. Do not put applications in folders and/or binders.
- Submit pages in numerical order. Do not include instruction or guideline pages with the application.
- Do not submit the application via email, disk, or fax machine.
- Submit the complete, **original application (pages 11-22) and all attachments and fifteen (15) stapled copies of pages 11-15** to:

District Attorneys Council
Federal Grants Division
421 N.W.13th St., Suite 290
Oklahoma City, Oklahoma 73103

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LOCAL LAW ENFORCEMENT
APPLICATION INSTRUCTIONS**

1. LOCALITY TYPE

Check the type of applicant (city, county, tribe).

2. COUNTY

Enter the county in which the organization is located.

3. NAME OF AGENCY

Enter the name of the agency.

4. STREET ADDRESS/MAILING ADDRESS

Enter the mailing address, and street address if different, of the organization. Enter the city, state and zip code of the organization.

5. FEDERAL IDENTIFICATION NUMBER

Enter the organization's federal identification, or tax identification, number.

6. CHIEF EXECUTIVE OFFICER'S NAME

Enter the name of the Chief Executive Officer who has official signature authority to make financial and programmatic commitments on behalf of the applicant jurisdiction. (See definition of Chief Executive Officer on page 7).

7. CHIEF EXECUTIVE OFFICER'S TITLE

Enter the official title of the Chief Executive Officer.

8. CHIEF EXECUTIVE OFFICER'S AREA CODE/PHONE, FAX NUMBER and EMAIL ADDRESS

Enter the area code/phone number, fax number and e-mail address of the Chief Executive Officer.

9. PROJECT DIRECTOR

Enter the name of the person with administrative responsibility for the application. This person will be the primary contact on matters regarding this program. **This person can not be the same as the Fiscal Officer.**

10. PROJECT DIRECTOR'S TITLE, ADDRESS, AREA CODE/PHONE, FAX NUMBER and EMAIL ADDRESS

Enter the contact person's official title, area code/phone number, fax number, and e-mail address.

11. FISCAL OFFICER

Enter the name of the fiscal officer.

12. FISCAL OFFICER’S TITLE, AREA CODE/PHONE, FAX NUMBER and EMAIL ADDRESS

Enter the fiscal officer’s official title, the area code/phone number, fax number, and e-mail address.

13. AWARD AMOUNT REQUESTED

Enter the federal amount requested in this application. This amount should be the same as the total of the federal funds request on the Detail Budget Page (p. 15). There is a 25% cash match requirement. To calculate the match requirement, multiply the total equipment cost times 25% to determine the cash match.

Total Equipment Cost:	\$ 4,000
Cash Match (\$4,000 x 25%):	<u>-\$ 1,000</u>
Federal Award:	\$ 3,000

The maximum allowable equipment cost is \$13,333.33.

14. NUMBER OF POLICE OFFICERS IN THE DEPARTMENT

Enter the number of full-time, part-time, and reserve officers in the department.

15. POPULATION OF THE JURISDICTION

Enter the current population of the jurisdiction served.

16. NUMBER OF POLICE VEHICLES

Enter the number of police vehicles the department currently has in service.

17. YEAR OF VEHICLE AND MILEAGE

Enter the year and mileage of each police vehicle the department has.

18. LIST THE APPLICANT AGENCY’S ORI NUMBER FOR REPORTING UCR DATA

19. UCR REPORTING DATA

List the number of Part 1 Violent Crimes reported by the applicant jurisdiction to the Oklahoma State Bureau of Investigation (OSBI) for the three most recent calendar years. Part 1 Violent Crimes are: 1) Homicide; 2) Rape; 3) Robbery; and 4) Aggravated Assault.

20. LIST ALL PREVIOUS FEDERAL FUNDING RECEIVED FOR THIS PROJECT

Using the form provided, identify all previous LLE funding received, include the subgrant number, the amount received, and the equipment purchased.